

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Court Administrator	CLASS. CODE: 0999
DEPARTMENT:	Municipal Court	FLSA: E
REPORTS TO:	Municipal Judge	DATE: 7/1/2002

Job Summary:

Oversees the day to day operation of the court and supervises clerical staff. Responsible for all court operations, court personnel, budgeting, procedures and records maintenance.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises subordinate clerical staff including planning, organizing, assigning and reviewing work, preparing performance appraisals, participating in hiring process, training and providing discipline and guidance to staff.
2. Ensures the continued operation of the department by approving supply ordering, evaluating and repairing minor computer malfunctions, recommending equipment upgrade or replacement and appraising records conformity procedures.
3. Reviews the computer based jail roster daily to determine if there are prisoners to be seen by video. Prepares files and sets up equipment for video arraignments.
4. Receives, opens, date stamps and routes incoming mail. Separates and processes citation payments before forwarding to the finance department. Updates computer system with pertinent information before forwarding to the appropriate party.
5. Processes defendant appeals to Marion County Circuit Court, determines the eligibility of the person requesting appeal before routing it to the Judge. After approval, prepares file for distribution to appropriate parties.
6. Prepares, reviews, justifies, briefs and publishes the annual budget for presentation to the Budget Committee.
7. Reviews, processes and approves routine expenditures for interpreters, supplies, computer maintenance, document shredding, office phone bills and video maintenance equipment.
8. Composes routine and non-routine correspondence and types documents of a confidential nature.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer and scanner
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in court administration or a related field; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Law Enforcement Data Systems Certification

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Financial accounting, city governing process, computer software programs, office management and administration and personnel management.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Organize, assemble and utilize statistical, financial or other information.
- Communicate effectively verbally and in writing to a wide range of individuals, including over the telephone.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Operate a variety of contemporary office equipment.
- Use a computer and perform data entry.
- Organize work and meet deadlines.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.